



## **Multi-Service Officer**

**\$4,521.35 - \$5,770.52 per month, plus 6.5% Holiday Pay**  
**Open until filled; first screening on 1/5/07**

### **ABOUT THE POSITION**

Under the general direction of the Patrol Watch Commander, this position operates the department's temporary detention facility, transports prisoners and provides general assistance to the Field Operations and Support Services Divisions.

### **EXAMPLES OF DUTIES:**

- Complete booking of arrestees, including but not limited to fingerprinting, photographs, booking and medical forms.
- Maintenance of jail security, including strip search.
- Maintenance, control and care for prisoners in Police custody.
- Responsible for the cleanliness and safety conditions of the detention facility.
- Pick up and transport of prisoners.
- Prepare police reports.
- Serve subpoenas.
- Maintenance of parking enforcement and vehicle abatement duties.
- Fingerprinting and/or photographing citizens or City employees.
- Assisting in Animal Control duties.

### **QUALIFICATIONS**

- ✓ Graduation from high school or the equivalent.
- ✓ Possession of a minimum of two (2) years of full-time work experience, preferably in public service.
- ✓ Possession of a Valid California Driver's License and good driving record necessary to operate assigned vehicles.
- ✓ Knowledge of Police weaponry with ability to meet firearms qualification requirements.
- ✓ Attendance at Corrections Academy within one year of hire.

## **QUALIFICATIONS (cont'd)**

- ✓ Possession of C.P.R. and First Aid Training Certification within 6 months of hire.
- ✓ Ability to meet the physical, psychological, and background standards set by P.O.S.T at the time of hire.
- ✓ Attainment of 20 years of age at the time of appointment.
- ✓ Possession of bilingual English/Spanish skills is highly desirable.

## **BENEFITS**

The City offers a generous benefits package including a monthly allowance for flexible benefits including medical, dental and vision insurance, City-paid life and disability insurance policies, City-paid employee assistance program, sick leave, tuition reimbursement and educational incentive pay, 5% bilingual pay for certified working knowledge of Spanish or American Sign Language, \$780 annual uniform allowance, participation in a deferred compensation program, and a PERS 2.5% at 55 retirement plan. Annual vacation ranges from two to four weeks, depending upon years of service.

## **APPLICATION PROCESS**

**Applicants must submit the following documents to be considered for this position:**

- \* A completed City application form, detailed resume and cover letter.
- \* Completion to the Supplemental Questionnaire attached. This must be attached to the City application, resume and cover letter.

### **Submit Application Materials To:**

City of Morgan Hill  
Human Resources Office  
17555 Peak Avenue  
Morgan Hill, CA 95037

Call (408) 779-7278, ext 460 for an application, apply online at [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov) or send e-mail to [hr@ch.morgan-hill.ca.gov](mailto:hr@ch.morgan-hill.ca.gov).

**Recruitment Schedule: Open until filled, but first screening scheduled for 1/5/07, with oral board tentatively scheduled for 1/18/07.**

**SUPPLEMENTAL QUESTIONNAIRE**

**MULTI-SERVICE OFFICER**

**MORGAN HILL POLICE DEPARTMENT**

Respond to the following questions as part of your application package for the position of the Multi-Service Officer. Responses must be typed and double spaced. The response for each question cannot exceed more than one typed (double spaced) page. Please type your name at the top of each page along with the number of the question to which you are responding.

**Please return the completed Supplemental Questionnaire with your application, cover letter and resume.**

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1. Why would you like to be a Multi-Service Officer with the City of Morgan Hill?
  
  
  
  
  
  
  
  
  
  
2. What experience and characteristics will make you the best candidate for this position?